



Technical Skills Courses						
Sr.#	Course Title	SME From	Total Sessions	Sessions 17-18	Trainers	Dates
1	45 <sup>th</sup> EDP	SNGTI	44 <sup>th</sup>	5	SNGTI Faculty / HODs	2 <sup>th</sup> April to 26 <sup>th</sup> April
2	Gas Measurement Techniques	Metering	22 <sup>nd</sup>	06	Mr. Faisal Ali Sadiq DCE (Metering)	2 <sup>nd</sup> & 3 <sup>rd</sup>
3	Certification Course on Welding (API 1104) For Executives	Q.A	10 <sup>th</sup>	09	Mr. Kh. Amir Hayat Executive, Engineer. (QA)	2 <sup>nd</sup> & 3 <sup>rd</sup>
4	Achieving Zero Accident Goal Through Proactive Safety	HSE	19 <sup>th</sup>	10	Mr. Sohail Shahzad DCE (HSE)	4 <sup>th</sup> & 5 <sup>th</sup>
5	Plumbing for Distribution	M.C	21 <sup>st</sup>	09	Mr. Rao Javad Iqbal DCE (M.C)	4 <sup>th</sup> & 5 <sup>th</sup>
6	First Aid & CPR	HSE	79 <sup>th</sup>	10	Dr. Huma Tabassum OH(Consultant)	9 <sup>th</sup> & 10 <sup>th</sup>
7	Trouble Shooting OF TR Units	(Corrosion)	6 <sup>th</sup>	01	Mr. Faizan Akram Engineer (Corr.)	9 <sup>th</sup> & 10 <sup>th</sup>
8	Hands on Training - P.E in Distribution (D 2513) For Executives	QA	08 <sup>th</sup>	06	Mr. Rehan Amjad DCE (QA)	10 <sup>th</sup> & 11 <sup>st</sup>
9	Taxation & PST Rules	Accounts	1 <sup>st</sup>	01	To Be Decide by GM Accounts	12 <sup>nd</sup> & 13 <sup>rd</sup>
10	Fire Prevention	HSE	34 <sup>th</sup>	10	Mr. Hashim Executive Engineer(HSE)	13 <sup>rd</sup>
11	UFG Controllable & Uncontrollable Factors	UFG-C	50 <sup>th</sup>	09	Mr. JahanZaib khan Deputy Chief - UFGC	16 <sup>th</sup> & 17 <sup>th</sup>
12	Hands on Training - P.E in Distribution (D 2513) For Subordinates	Q.A	57 <sup>th</sup>	09	Mr. Talat Mahmood Executive Engineer (Q.A)	16 <sup>th</sup> & 18 <sup>th</sup>
13	Internal Audit Procedure	Audit	1 <sup>st</sup>	01	To Be Decide by SGM(Audit)	18 <sup>th</sup> & 19 <sup>th</sup>
14	Gas Theft Control and Recovery Act 2016	Law	01 <sup>st</sup>	01	To Be Decide GM(Law)	18 <sup>th</sup> & 19 <sup>th</sup>
15	Defensive Driving	HSE	33 <sup>rd</sup>	09	Mr. Waheeb Iftikhar Executive Engineer	20 <sup>th</sup>
16	Billing Manual	Billing	6 <sup>th</sup>	01	Mr. Sajid Javad DCE, Engineer (Billing)	23 <sup>rd</sup> & 24 <sup>th</sup>
17	Certification Course on Welding (API 1104) For Subordinates	Q.A	55 <sup>th</sup>	09	As Decided By GM Q.A	24 <sup>th</sup> & 26 <sup>th</sup>
18	PPRA Rules	Coord	12 <sup>nd</sup>	06	Mr. Sulman Rasheed Senior Officer (Coord)	25 <sup>th</sup> & 26 <sup>th</sup>
IT Skills						
19	Introduction to MS Excel For Executives	SNGTI	58 <sup>th</sup>	10	Mr. M. Rafaqat Officer (IT/MIS)	2 <sup>nd</sup> & 3 <sup>rd</sup>
20	CC&B Sales Perspective		23 <sup>rd</sup>	06	Mr. Azam DCO (Sales)	4 <sup>th</sup> & 5 <sup>th</sup>
21	CC&B Sales Perspective		24 <sup>th</sup>	07	Mr. Azam DCO (Sales)	11 <sup>st</sup> & 12 <sup>nd</sup>
22	Introduction to MS Excel for Subordinates		57 <sup>th</sup>	10	Mr. M. Razaq Officer (IT/MIS)	16 <sup>th</sup> & 17 <sup>th</sup>
24	Introduction to MS Word For Subordinate		6 <sup>th</sup>	05	Mr. Ayyaz DCO IT/MIS	23 <sup>rd</sup> 24 <sup>th</sup>
25	Advance Excel For Executive		11 <sup>st</sup>	09	Mr. M. Rafaqat Officer (IT/MIS)	25 <sup>th</sup> & 26 <sup>th</sup>
Soft Skills Courses						
26	Team Work	SNGT1	35 <sup>th</sup>	07	Mr. Asad Fawad Executive Officer (T&D)	2 <sup>nd</sup> & 3 <sup>rd</sup>
27	Strategic Management		3 <sup>rd</sup>	03	Mr. Usman Iftikhar Sr. Officer (T&D)	4 <sup>th</sup> & 5 <sup>th</sup>
28	Professional Ethics & Moral Values		07 <sup>th</sup>	06	Mr. Waqas M. Qureshi General Manager (T&D)	6 <sup>th</sup>
29	Time & Stress Management for Sub-ordinates		01	01	Mr. Asad Fawad Executive Officer (T&D)	9 <sup>th</sup> & 10 <sup>th</sup>
30	Business Communication 1 for Sub-ordinates		01	01	Mr. Usman Salim Officer. (T&D)	9 <sup>th</sup> & 10 <sup>th</sup>
31	Conflict Management		19 <sup>th</sup>	04	Mr. Waqas M. Qureshi General Manager (T&D)	11 <sup>st</sup> & 12 <sup>ND</sup>
32	Decision making & Problem Solving		12 <sup>nd</sup>	08	Mr. Usman Iftikhar Sr. Officer (T&D)	16 <sup>th</sup> & 17 <sup>th</sup>
33	Business Communication II		34 <sup>th</sup>	07	Mr. Usman Salim Officer. (T&D)	18 <sup>th</sup> & 19 <sup>th</sup>
34	Team Work		35 <sup>th</sup>	07	Mr. Asad Fawad Executive Officer (T&D)	23 <sup>rd</sup> & 24 <sup>th</sup>
35	Handling Difficult People		12 <sup>nd</sup>	01	Mr. Usman Salim Officer. (T&D)	24 <sup>th</sup> & 25 <sup>th</sup>
36	Personality Development & its Effectiveness		2 <sup>nd</sup>	01	Mr. Usman Iftikhar Sr. Officer (T&D)	26 <sup>th</sup> & 27 <sup>th</sup>



**SNGTI TRAINING SCHEDULE April , 2018**

